



The Retirement Systems of Alabama

David G. Bronner, CEO
Marcus H. Reynolds, Jr., Deputy

MEMORANDUM

To: All Business Entities or Employers Receiving Payment for Goods and/or Services from the Retirement Systems of Alabama

From: Diane E. Scott, Chief Accountant and Fiscal Officer

Date: February 15, 2012

Re: Alabama Immigration Law Compliance

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act No. 2011-535 (§31-13-9 of the Code of Alabama, 1975), effective January 1, 2012, imposes certain requirements "as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees." This includes, but is not limited to, all contracts, grants, or incentives entered into or issued by the Retirement Systems of Alabama by virtue of a competitive bidding, request for proposal, or other quote comparison process. This law requires the RSA to obtain and keep on file certain information before entering into any of the above transactions.

The purpose of this Memorandum is to direct your prompt attention to Alabama Immigration Law Compliance requirements that became effective on January 1, 2012. A business entity or employer must provide the RSA with the following:

1. A completed and notarized *Affidavit of Immigration Law Compliance*, and
2. an *E-Verify Memorandum of Understanding* issued by the U.S. Department of Homeland Security when the business entity or employer enrolls in the E-Verify program.

An electronic version of this affidavit can be found on the RSA's website at <http://www.rsa-al.gov/vendors/vendors.html>. Business entities or employers must enroll in the E-Verify program operated by the U. S. Department of Homeland Security. E-Verify enrollment can be completed through the E-Verify portal at <http://immigration.alabama.gov>.

At your earliest convenience, but no later than March 1, 2012, please return a completed and notarized Affidavit of Immigration Law Compliance, as well as a copy of your E-Verify Memorandum of Understanding issued by the U.S. Department of Homeland Security to the following address:

**Retirement Systems of Alabama
Department of Purchasing
P.O. Box 302150
Montgomery, Alabama 36130-2150**

Thank you for your prompt attention to this matter. We look forward to continuing to do business with you. If you have any questions, please contact RSA Purchasing at 877.517.0020.